

Assistance Obtaining a Federal Appropriation

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Requests made to Congresswoman Slaughter's Office

The federal fiscal year begins on October 1. My staff begins working on the budget a year in advance. In October 2003, for example, staff members were completing work on FY2004 budget issues and preparing for Fiscal Year 2005. During 2005, I will continue to work on securing funds for projects that will be funded in Fiscal Year 2006.

Therefore, requests for the following Fiscal Year should be made to my office as soon as possible, but no later than the end of February. You are also encouraged to make your request for assistance to the Senate offices. Please contact their offices directly to determine how they handle such requests.

Requests must be made in writing to Congresswoman Slaughter and signed by the appropriate executive of your organization or municipality (e.g., Town Manager, Executive Director). My staff welcomes supporting material. If appropriate, please include with your letter a feasibility study, photographs or maps of the impacted area, and letters of support from elected officials, town boards, or others. I may also ask you to fill out a questionnaire which the Appropriations Committee requires. Because this request often comes with very little turn-around time, your cooperation in filling it out quickly is needed.

Appropriations Timeline

When: November thru February

What: Our staff meets with municipalities and non-profit organizations to determine funding requests. Letters of request to Congresswoman Slaughter should be sent in during this time period.

When: First Monday in February

What: President submits budget for following fiscal year to Congress.

When: February 15 to April 15

What: Congress considers and passes a budget resolution - a five year guide to spending

When: Late February thru late March

What: House Appropriations subcommittees begin hearings on 11 appropriations bills - begins "marking-up" (amending) bills.

Member must submit requests for discretionary funding prior to the start of the hearings.

When: March thru June

What: Senate Committee considers its 13 appropriations bills.

When: June 10

What: House Appropriation Committee reports to full House the last of its appropriations bill.

When: June 30

What: House concludes action on regular appropriations bills.

When: By August recess

What: Senate and House usually have voted on their appropriations bills. Some bills will have already gone through conference committee, approved by the House and Senate and sent to the President.

When: September

What: Remaining conference committees meet to finalize appropriations bills. They are voted on and sent to the President for signature.

When: October 1

What: New fiscal year begins.

When: October

What: Continuing Resolutions allow the federal government to continue working under previous year's budget authority until their appropriations for the current FY are approved.

Appropriations Request Check List

-Contact Representative Slaughter's district office. Explain basic premise of your request to determine suitability for the appropriations process. Many projects or programs are more likely to be funded through established federal grant programs in each agency, rather than an "earmarked" appropriation.

-Determine deadline for submitting information to Congressman Slaughter's office.

-Set up meeting with staff member in the district office. If appropriate, a staff member will tour your site to better understand the project.

-Write a formal letter of request, answering questions in the attached questionnaire.

-Follow with a letter to both Senators explaining the project.

-Keep in contact with my staff. They will help you determine if follow-up meetings in Washington are needed.

Letter Requesting Assistance

To facilitate requests for assistance seeking an appropriation, we request interested cities, towns, agencies and organizations to submit letter to Representative Slaughter on appropriate letterhead and signed by authorized executive. The letter should contain the following information:

-Name (city/organization) of potential recipient

-Project description and history of community involvement/support (.i.e. votes by selectmen; community meeting minutes)

-Federal agency from which you are requesting funding

-Account/authorization from which you are requesting funding, if appropriate

-Amount requested

-Total project cost, sources of other funding (especially state, private, local match)

-If there was past federal funding, how it was used

Appropriations General Questionnaire

Contact Name:

Phone and e-mail:

Organization name:

Mailing Address:

1. Please provide a brief description of the activity or project for which funding is requested. If the request is for construction, please identify the programmatic activity that will be carried out in the facility. Please indicate whether this request is for construction, equipment, or other "one-time" expenses or if funding is for on-going expenses. Please also include who will be the recipient of the grant.

2. Please provide a brief budget for the requested funding and a justification for each major item.

3. Will requests be made for funding for this activity or project in subsequent fiscal years? If so, please provide an estimate of these "out-year" requests.

4. What specific federal responsibility does the funding of this project or activity further?

5. What other funding sources are contributing to this project or activity? What percentage are each of these funding sources contributing?

6. Has an application for funding for this project or activity ever been submitted to any agency of government or funding source, or has a request for funding ever been made to this or any other Committee of Congress? If so, what was the disposition of the application or request?

7. Is the entity requesting funding receiving funding for this or any other activity from the federal government?